

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

Plans, directs, and supervises fire prevention, inspection, and public fire education activities.

Work of this class involves a high degree of skill and responsibility in prevention of fires and enforcing ordinances, fire codes, and life safety codes as adopted by the City of Franklin and St. Mary Parish.

### **EXAMPLES OF WORK**

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

Directs and supervises shifts as to inspection schedules, types and kinds of inspections to be made, working closely with the shift leader. Supervises Fire Communications Officers.

After consultation with the appointing authority and/or the fire chief, plans, formulates, and enforces fire prevention and life safety codes.

Provides for the preparation and supervises the maintenance of departmental records and reports concerning fire inspection, fire investigation reports of suspicious fires and related fire prevention activities.

Investigates the cause, origin, and circumstances of all fires occurring in the protective area, especially those which are the results of carelessness or acts of an incendiary nature, and reports all facts relating to them to the state fire marshall as provided by law.

Keeps posted on new codes and ordinances as adopted by the National Fire Protection Association, city, and parish.

Provides training for all shifts concerning proper fire inspection methods and procedures.

Insures that all commercial and public establishments are inspected at least twice each year.

When a report of fire, rescue, or other emergency is received, assists in fire fighting or rescue activities at once.

During times of manpower shortages, fills in as required by the chief officer.

Attends training sessions as required.

Assists in related work as required.

### **QUALIFICATION REQUIREMENTS**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least four (4) years in fire protection service.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have completed the N.F.P.A. Life Safety Code class, or do so within one (1) year of appointment or when the class is offered, whichever comes first.

Must further education with college level classes with respect to fire protection and prevention when courses are made available.

Must successfully pass civil service examination testing aptitude for beginning work in this class.

Must have and maintain at all times a current, valid driver's license issued by the State of Louisiana.

Prior to confirmation, must establish domiciliary residence within the Parish of St. Mary.

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	10-12-94
	06-16-97
	07-01-98
	08-14-14